



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

TECHNICAL HARDWARE ANALYST II

PN #110461

HOUSTON POLICE

TECHNOLOGY SERVICES

N/A

33 ARTESIAN\*

WEDNESDAY – SUNDAY 8:30 A.M. – 4:30 P.M.\*

\*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Coordinate installation and configuration of departmental Windows 2000/2003 servers. Manage, monitor and maintain all departmental NT and Windows 2000/2003 servers. Troubleshoot server problems and implement solutions. Maintain accurate and timely submission of assignment ticket information detailing work performed. Perform needs analysis for new equipment requests, maintaining City of Houston and Houston Police Department standards for minimum hardware specifications and policies for deployment of new technology. Require considerable communications skills as well as strong verbal and technical writing skills.

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WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, such as computes or boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

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MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate’s degree in a computer science, instrumentation or electronics discipline or the equivalent, such as certification in a technical/specialty program of up to three years duration.

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MINIMUM EXPERIENCE REQUIREMENTS

Requires two (2) years of experience in the design, installation, operation and/or maintenance of a computerized data communications network or industrial control system.

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MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving (AP 2-2).

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PREFERENCES

Preference will be given to applicants with certifications in Microsoft Windows 2000/2003 Operating system and/or extensive experience with Microsoft Windows Active Directory, Microsoft Exchange 5.5/2000, and Microsoft DQL 2000. Preference will also be given for applicants who have experience with DNS, DHCP, WINS, and TCP/IP protocol in a large-scale communications network.

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SELECTION/SKILLS TESTS REQUIRED

None, however the Department may administer a skills assessment evaluation.

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SAFETY IMPACT POSITION

X Yes    No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 21

\$1,211.00 - \$1,734.00 Biweekly    \$31,486.00 - \$45,084.00 Annually

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OPENING DATE

May 17, 2006

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CLOSING DATE

May 31, 2006

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APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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